

**COMPANY NAME**  
**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The \_\_\_\_\_ (Company Name) \_\_\_\_\_ will recruit, hire, train and promote all persons in all job groups without regard to race, religion, sex, color, national origin, age or disability. Employment decisions and personnel actions, such as compensation, benefits, training, transfers, recalls and layoffs, will be based on Equal Employment Opportunity principles. Working conditions, use of company facilities, or other terms, conditions and privileges of employment will be administered or utilized without regard to race, religion, sex, color, national origin, age or disability.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
DATE

## **COMPANY NAME**

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of \_\_\_\_\_ (Company Name) \_\_\_\_\_ to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, disability, or Veteran status. Such action shall include: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, preapprenticeship, and on-the-job training.

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PRESIDENT

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DATE

The EEO Officer for \_\_\_\_\_ (Company Name) \_\_\_\_\_ is

\_\_\_\_\_ ( Name) \_\_\_\_\_ and can be contacted at \_\_\_\_\_ (Phone Number) \_\_\_\_\_.